



Departmental Quarterly Performance Report

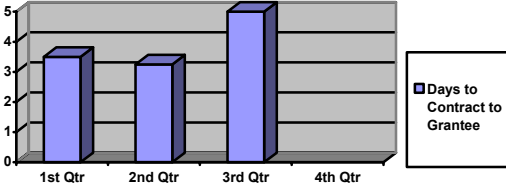
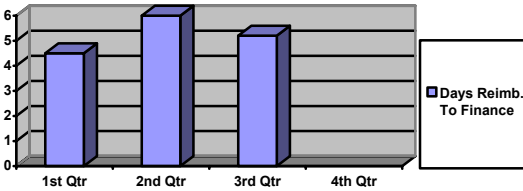
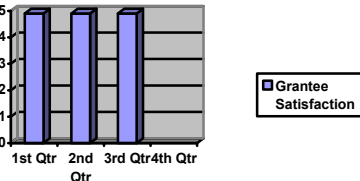
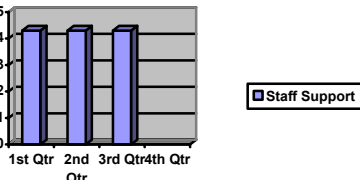
Department Name: Office of Safe Neighborhood Parks

**Reporting Period:
FY 02/03
3rd Quarter**

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Departmental Quarterly Performance Report
Department Name: Office of Safe Neighborhood Parks
Reporting Period: FY 02/03 3rd Quarter

MAJOR PERFORMANCE INITIATIVE

| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i> RC-2 Develop contracts and amendments with Grantees for disbursement of bond proceeds and interest earnings within 6 days following authorizing action.</p>  <table border="1"> <caption>Days to Contract to Grantee</caption> <thead> <tr> <th>Quarter</th> <th>Days to Contract to Grantee</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>3.5</td> </tr> <tr> <td>2nd Qtr</td> <td>3.2</td> </tr> <tr> <td>3rd Qtr</td> <td>4.8</td> </tr> <tr> <td>4th Qtr</td> <td>3.8</td> </tr> </tbody> </table> | Quarter | Days to Contract to Grantee | 1st Qtr | 3.5 | 2nd Qtr | 3.2 | 3rd Qtr | 4.8 | 4th Qtr | 3.8 | <p><u>x</u> <i>Strategic Plan</i> <u>x</u> <i>Business Plan</i> <i>Budgeted Priorities</i> <u>x</u> <i>Customer Service</i> <i>ECC Project</i> <i>Workforce Dev.</i> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p> |
|---|-----------------------------|-----------------------------|---------|-----|---------|-----|---------|-----|---------|-----|---|
| Quarter | Days to Contract to Grantee | | | | | | | | | | |
| 1st Qtr | 3.5 | | | | | | | | | | |
| 2nd Qtr | 3.2 | | | | | | | | | | |
| 3rd Qtr | 4.8 | | | | | | | | | | |
| 4th Qtr | 3.8 | | | | | | | | | | |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i> RC-2 Upon submission of complete and accurate reimbursement requests from Grantee, submit payment request to Finance within 9 days.</p>  <table border="1"> <caption>Days Reimb. To Finance</caption> <thead> <tr> <th>Quarter</th> <th>Days Reimb. To Finance</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.5</td> </tr> <tr> <td>2nd Qtr</td> <td>5.8</td> </tr> <tr> <td>3rd Qtr</td> <td>5.2</td> </tr> <tr> <td>4th Qtr</td> <td>4.8</td> </tr> </tbody> </table> | Quarter | Days Reimb. To Finance | 1st Qtr | 4.5 | 2nd Qtr | 5.8 | 3rd Qtr | 5.2 | 4th Qtr | 4.8 | <p><u>x</u> <i>Strategic Plan</i> <u>x</u> <i>Business Plan</i> <i>Budgeted Priorities</i> <u>x</u> <i>Customer Service</i> <i>ECC Project</i> <i>Workforce Dev.</i> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p> |
| Quarter | Days Reimb. To Finance | | | | | | | | | | |
| 1st Qtr | 4.5 | | | | | | | | | | |
| 2nd Qtr | 5.8 | | | | | | | | | | |
| 3rd Qtr | 5.2 | | | | | | | | | | |
| 4th Qtr | 4.8 | | | | | | | | | | |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i> RC-4 Maintain a 4.5 (out of 5.0) satisfaction rating for staff support/service by the SNP Oversight committee.</p>  <table border="1"> <caption>Grantee Satisfaction</caption> <thead> <tr> <th>Quarter</th> <th>Grantee Satisfaction</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.8</td> </tr> <tr> <td>2nd Qtr</td> <td>4.8</td> </tr> <tr> <td>3rd Qtr</td> <td>4.8</td> </tr> <tr> <td>4th Qtr</td> <td>4.8</td> </tr> </tbody> </table> | Quarter | Grantee Satisfaction | 1st Qtr | 4.8 | 2nd Qtr | 4.8 | 3rd Qtr | 4.8 | 4th Qtr | 4.8 | <p><u>x</u> <i>Strategic Plan</i> <u>x</u> <i>Business Plan</i> <i>Budgeted Priorities</i> <u>x</u> <i>Customer Service</i> <i>ECC Project</i> <i>Workforce Dev.</i> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p> |
| Quarter | Grantee Satisfaction | | | | | | | | | | |
| 1st Qtr | 4.8 | | | | | | | | | | |
| 2nd Qtr | 4.8 | | | | | | | | | | |
| 3rd Qtr | 4.8 | | | | | | | | | | |
| 4th Qtr | 4.8 | | | | | | | | | | |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i> RC-4 Maintain 4.3 (out of 5.0) satisfaction rating by the SNP Grantees.</p>  <table border="1"> <caption>Staff Support</caption> <thead> <tr> <th>Quarter</th> <th>Staff Support</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.2</td> </tr> <tr> <td>2nd Qtr</td> <td>4.2</td> </tr> <tr> <td>3rd Qtr</td> <td>4.2</td> </tr> <tr> <td>4th Qtr</td> <td>4.2</td> </tr> </tbody> </table> | Quarter | Staff Support | 1st Qtr | 4.2 | 2nd Qtr | 4.2 | 3rd Qtr | 4.2 | 4th Qtr | 4.2 | <p><u>x</u> <i>Strategic Plan</i> <u>x</u> <i>Business Plan</i> <i>Budgeted Priorities</i> <u>x</u> <i>Customer Service</i> <i>ECC Project</i> <i>Workforce Dev.</i> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p> |
| Quarter | Staff Support | | | | | | | | | | |
| 1st Qtr | 4.2 | | | | | | | | | | |
| 2nd Qtr | 4.2 | | | | | | | | | | |
| 3rd Qtr | 4.2 | | | | | | | | | | |
| 4th Qtr | 4.2 | | | | | | | | | | |

Departmental Quarterly Performance Report
Department Name: Office of Safe Neighborhood Parks
Reporting Period: FY 02/03 3rd Quarter

PERSONNEL SUMMARY

A. Filled/Vacancy Report

| NUMBER OF FULL-TIME POSITIONS* | Filled as of September 30 of Prior Year | Current Year Budget | Actual Number of Filled and Vacant positions at the end of each quarter | | | | | | | |
|---|--|---------------------------|--|--------|-----------|--------|-----------|--------|-----------|--------|
| | | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | |
| | | | Filled | Vacant | Filled | Vacant | Filled | Vacant | Filled | Vacant |
| | 4 | 5 | 4 | 1 | 4 | 1 | 4 | 1 | | |

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

NONE

C. Turnover Issues

NONE

D. Skill/Hiring Issues

NONE

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

OSNP funds one (1) temporary Clerk II in Miami-Dade County Park & Recreation Department up to \$24,000.

F. Other Issues

NONE

Departmental Quarterly Performance Report
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Reporting Period: FY 02/03 3rd Quarter

FINANCIAL SUMMARY

(All Dollars in Thousands)

| | PRIOR YEAR Actual | CURRENT FISCAL YEAR | | | | | | |
|------------------|-----------------------------|---------------------------|---------|---------|--------------|---------|-------------|--------------------------|
| | | Total Annual Budget | Quarter | | Year-to-date | | | |
| | | | Budget | Actual | Budget | Actual | \$ Variance | % of Annual Budget |
| Revenues | | | | | | | | |
| ♦ | 440,882 | 498,000 | 124,500 | 111,215 | 373,500 | 313,557 | 59,943 | 63% |
| ♦ | | | | | | | | |
| ♦ | | | | | | | | |
| ♦ | | | | | | | | |
| Total | 440,882 | 498,000 | 124,500 | 111,215 | 373,500 | 313,557 | 59,943 | 63% |
| Expense* | | | | | | | | |
| Personnel | 354,648 | 405,000 | 101,250 | 85,366 | 303,750 | 256,971 | 46,779 | 63% |
| Operating | 86,142 | 93,000 | 23,250 | 25,850 | 69,750 | 56,587 | 13,163 | 61% |
| Capital | 92 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total | 440,882 | 498,000 | 124,500 | 111,215 | 373,500 | 313,557 | 59,943 | 63% |

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

| Fund/ Subfund | Prior Year | Projected at Year-end as of | | | |
|------------------|------------|-----------------------------|------------|------------|-----------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| 380/38A | 7,841,724 | 6,271,017 | 3,401,829 | 3,395,189 | |
| 380/38B | 7,339,533 | 7,461,705 | 6,967,244 | 5,471,544 | |
| 380/38C | 17,171,158 | 16,361,812 | 15,324,704 | 14,929,692 | |
| 380/38D | 24,072,144 | 21,184,133 | 17,463,071 | 15,153,399 | |
| 380/38E | 0 | 11,375,981 | 7,407,476 | 7,297,132 | |
| Total | 56,424,559 | 62,654,648 | 50,564,325 | 46,246,956 | |

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

- 1- Revenues drawn down only to cover expenses
- 2- Budget includes Const. Manager 1 position not filled, which is partially offset by reclassification of Accountant 1 to Administrative Officer 2
- 3- Approximately 33% of all operating expenses are incurred in the 4th Quarter (general administration cost, annual audit, final rent expense)

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception that will prohibit the Department from being within authorized budgeted expenditures and available revenues)

NONE

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____